

Out of School Time Program Renewal Application, Staff Annual Training Form

(Please use blue or black ink only)

Individual's Name:

Please follow the attached instructions when completing this form. This form documents required annual training topics and hours (2 hours training for each month employed or 20 hours each year based on program's license date, 10 of which must be face-to-face) which must be completed before the program's license expires. Attach to this form copies of all training documentation from outside sources (i.e. CCR&R, Child Care Licensing, conferences, workshops, school transcripts, etc.).

In order for the program's license to be renewed a copy of this form must be completed for each director, assistant director, and caregiver. This form must also be completed for each substitute who works an average of 10 hours per week or more. Your Licensor will review these completed forms as part of your Announced Inspection.

Date of Training mm/dd/yyyy	Hours and/or Minutes of Training			Face to Face?		Topics Covered	Training Delivered By:	
		Hours	Mins.	Yes	No	Licensing Rules for Supervision and Ratios (R430-70-11)		
		Hours	Mins	Yes	No	Licensing Rules for Injury Prevention (R430-70-12)		
		Hours	Mins	Yes	No	Licensing Rules for Parent Notification and Child Security (R430-70-13)		
		Hours	Mins	Yes	No	Licensing Rules for Child Health (R430-70-14)		
		Hours	Mins	Yes	No	Licensing Rules for Child Nutrition (R430-70-15)		
		Hours	Mins	Yes	No	Licensing Rules for Infection Control (R430-70-16)		
		Hours	Mins	Yes	No	Licensing Rules for Medications (R430-70-17)		
		Hours	Mins	Yes	No	Licensing Rules for Napping (R430-70-18)		
		Hours	Mins	Yes	No	Licensing Rules for Child Discipline (R430-70-19)		
		Hours	Mins	Yes	No	Licensing Rules for Activities (R430-70-20)		
		Hours	Mins	Yes	No	Licensing Rules for Transportation (R430-70-21)		
		Hours	Mins	Yes	No	Licensing Rules for Animals (R430-70-22)		
		Hours	Mins	Yes	No	The provider's current written policies and procedures		
		Hours	Mins	Yes	No	The provider's current written emergency and disaster plan		
Total Hours & Min. On this page:		Hours	Mins					

